Look no further than the newly expanded www.LAWORKS.net, available 24 hours a day, 7 days a week, at no cost to you! The Louisiana Department of Labor Web site now offers an innovative way for employers to post available job orders and search thousands of applicant resumes, ranging from entry-level to professional. In this brochure, you'll find easy-to-follow steps that will guide you into an exciting new era of e-business.

Registering as an Employer

1. Go to www.LAWORKS.net - the Louisiana Department of Labor home page.

2. On the right side of the screen, select the Post Job Order icon.

3. Under "Option 2 – Create New User ID," click Register.

4. Click Employer, and continue to the employer registration form.

5. Fill in the Employer Registration form, and click Save Information.

   Once registered, you will receive an email confirmation.

Post job Orders

1. Follow steps one and two under **Registering as an Employer** to enter the employer sign-on page.

2. Under "Option 1 – Already registered," log on using the **User ID** and **Password** you selected when you registered.

3. From the Quick Menu on the left, select **Post a Job.**

4. Click **Add Job Order**.

5. Choose an occupation either by typing a **Keyword** and clicking **Search,** *OR* under "Select a New Occupation," choose a title, and click **Continue.**

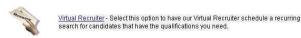6. Fill out the Job Order Form, and click **Save.**

Search applicant Resumés

1. Click on "Need good workers?" on the pulldown under **LAWORKS...for Businesses** on the www.LAWORKS.net homepage to enter the employer sign-in page.

2. Under "Option 1 – Already Registered," log on using the **User ID** and **Password** you selected when you registered.

3. Select **Candidate Search**.

4. Choose the area you want to search for candidates. Select **Anywhere in Louisiana** to search for candidates anywhere in the state, or choose one of the other map choices to search for candidates within a certain area
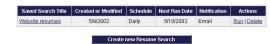
of the state.

5. You now have four options for a search:
   - **Keyword –** Search resumés using a specific keyword or phrase.
   - **Occupational Group –** Search resumés broken down within occupational groups.
   - **Advanced –** Search by When Resumé was Added/Updated, Education Experience, Maximum Salary, Occupational Group and/or Keyword.
   - **All Resumés –** Search all listed resumés on LAWORKS.net by occupational title.

6. Select a resumé title to view and print a candidate's resumé, or to contact either the applicant or regional Job Center by email.

Virtual Recruiter

1. To set up a recurring search for candidates meeting your qualifications, click on **Recruitment Services** on the Quick Menu, and select **Virtual Recruiter.**

2. Click on **Create New Resumé Search**, and follow steps 4 and 5 under **Search Resumés** above.

3. On the resulting page that lists the resumés matching your search, click **Save this Resumé Search**.

4. Select how you would like to be notified of resumé matches, and click **Save**.